

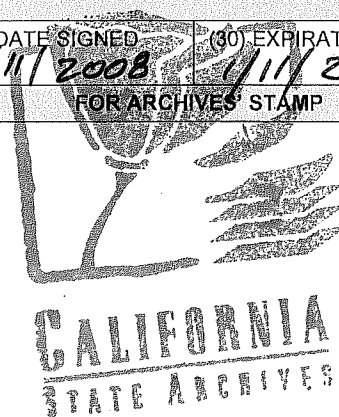
## RECORDS RETENTION SCHEDULE

GC 27911

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION ALJ Division – Process Office		(5) ADDRESS 505 Van Ness Avenue, San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ALJ-5	(10) SCHEDULE DATE 11/27/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 56
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER A-9 (Amendment 3)	(14) APPROVAL NUMBER 00-167	(15) APPROVAL DATE (S) 12/20/00	(16) PAGE NUMBER(S) REVISED – 1, 2
(17) MISSION/FUNCTIONAL STATEMENT: The Process Office compiles and issues the Commission Meeting Agendas for the Commission's biweekly business meetings. In addition, the Process Office processes and serves the decisions rendered by the Commission, serves hearing notices and conforms resolutions for division mailing. Process Office maintains the official service lists for formal proceedings.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Concepcion Lota		(19) TITLE Legal Support Supervisor II		(20) PHONE NUMBER (415) 703-3313	(21) DATE SIGNED 11/27/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST Gary D. Munhall		(23) CLASSIFICATION Business Services Manager II (Supv)	(24) NAME (Printed or Typed) Gary Munhall	(25) PHONE NUMBER 415.703.1860	(26) DATE SIGNED 12/26/2007
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT Javier C. Perez			(28) APPROVAL NUMBER 08-015	(29) DATE SIGNED 1/11/2008	(30) EXPIRATION DATE 1/11/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sandy Bailey, Archivist			(34) DATE SIGNED Jan. 23, 2008		



1	25	NOTIFY ARCHIVES	Original Decisions	P	1+ perm	0	0	1+ perm	For those records which have no governing authority for retention cited, the authority of the manager directly responsible for the records applies.  Decisions from June 1999 packed in boxes awaiting microfilming. Microfilm is stored in Central Files Office permanently.
2	.5	NOTIFY ARCHIVES	Original Copies of Resolutions	p	Active	0	0	Active	Active until signed and transferred to Central Files Office for storage for the Executive Director and sponsoring division's file. (conformed and sealed copy sent to Files and Division)
3	7		Commission Meeting Agenda Drafts	p	Active	0	0	Active	Retained as active until Agenda is mailed. Several agendas are active at a time.
4	3	NOTIFY ARCHIVES	Commission Meeting Agendas (includes Commission Meeting, Executive Session, and Ratesetting Deliberative Meeting)	P	Perm	0	0	Perm	Per Chief ALJ. Agendas from 2003 retained in the office. Older agendas inadvertently thrown away by a former employee.
5			Reporters' Statement	P	N/A			N/A	Transferred to database (Oracle) and maintained by both Reporting section and Process Office. <i>This item is listed on the Reporting Branch Records Retention Schedule and will not be listed on the next schedule for this office.</i>
6			Hearing Notices	P	Current	0	0	Current	Retained as current until served, then placed in formal file (Central Files Office)
7	20		Service List for Formal Proceeding	P	Current	0	0	Current	Retained as "Current" until all records listed have been destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
8	0.25		Decision Logs	P	3	0	0	3	Retained for 3 years then discarded.
9	0.50		Office Procedures Memoranda Files	P	Current	0	0	Current	Current until superseded

08-015

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA  (41)	VITAL  (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Records Management</u>								
10	0.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std 72 and 73)	P		Current	0	0	Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
11			Std. 70 – Records Inventory Worksheet	P		Current	0	0	Current		Retain as current until next inventory
12			Std. 71 – Records Transfer List	P		Current	0	0	Current		Retain as “current” until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
13			Std. 76 – State Records Center Reference Request	P		Active	0	0	Active		Retain as “Active” until request for referral or withdrawal is completed.
14	▼		Authorization for Record Destruction (Computer Printout)	P		4	0	0	4		Retain for 2 years from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first.

\* Provide total of office and departmental